

Job Description: Administrative & School Operations Coordinator

Reports To: Executive Director

Location: Acton Academy Calgary Central

Required: Level 2/Level 3 ECE or Alberta Certified Teacher

Acton Academy Calgary Central is an accredited independent micro-school and licensed early learning centre in Calgary. We offer a Montessori-inspired, Socratic learning environment for children from preschool through elementary. We are a small, close-knit team building something genuinely different – and we are growing.

The Role:

This is a hybrid role that sits at the intersection of school operations and direct program support. At times throughout the day, you are present with children, leading before-care, supporting outdoor education, and stepping in as a supply teacher when needed. Outside of direct program time you are keeping the school's communications and administration running – from newsletters and social media to enrolment and invoicing.

The right person for this role loves being around children AND is organized, creative, and comfortable managing multiple administrative threads. You take ownership of your areas without needing to be managed.

Acton's Culture & Expectations

Acton maintains a high-performance environment where staff are expected to demonstrate:

- Strong execution and accountability
- High organizational standards
- Clear, professional communication
- Efficient task management and prioritization
- Ability to work independently with minimal supervision
- Consistent, reliable follow-through

Candidates who value structured processes, operational excellence, and continuous improvement will excel in this role.

Key Responsibilities:

Marketing & Communications

- Create graphics in Canva for events, posts, newsletters, and promotions
- Maintain a posting calendar and organize photo content
- Design graphics, flyers, event materials, and other visual assets in Canva
- Coordinate event promotion (open houses, exhibitions, information sessions)
- Relay website update requests to the web developer and confirm completion
- Assist with minor website updates, event promotions, and digital storytelling
- Write and distribute the school newsletters (regular cadence, community-facing)
- Maintain updated school calendars and parent information documents
- Handle general parent inquiries and triage messages appropriately
- Track RSVPs for school events and parent evenings
- Coordinate early pick-up requests and day-to-day logistics with guides

Admissions & Enrolment Administration

- Respond to initial programme inquiries from prospective families with warmth and accurate information



- Manage the school tour calendar – schedule, confirm, reschedule, and follow up on all tours
- Send application-stage communications (next steps, trial visits, enrolment offers)
- Process enrolments, donations, and refund requests in TUIO

Program Support

- Lead before-care and end-of-day pick-up, providing a warm, structured environment for children
- Support outdoor education sessions 2-3 afternoons per week alongside the lead guide
- Step in as a supply teacher when a regular guide is unavailable, maintaining program continuity
- Build genuine relationships with children and families as a consistent, trusted presence in the school
- Support operational demands during peak times

Compliance, Licensing, & Record Management

- Maintain student and staff files to meet Alberta licensing and Alberta Ed standards
- Ensure First Aid, CRC, immunizations, and ECE certifications are up to date
- Prepare for licensing visits and maintain compliance documentation
- Complete and file incident reports, supervision logs, and safety checklists
- Track ratios and ensure proper documentation
- File cleaning logs, health routines, and safety forms

Operations & Daily Logistics

- Coordinate logistics for field trips, events, permissions, and supplies
- Maintain inventory and ensure materials are restocked consistently
- Keep administrative and storage areas organized and functional
- Execute daily task lists for school readiness and closing routines
- Coordinate logistics for parent coffees, Open Houses, and school celebrations

Skills & Competencies

- Strong proficiency in Canva, Google Workspace, Microsoft Excel
- Excellent written communication with a professional, concise tone
- Highly organized with exceptional attention to detail
- Strong time-management and ability to manage competing deadlines
- Proactive and able to anticipate operational needs
- Reliable, consistent, and able to maintain confidentiality
- Effective problem-solving skills and sound judgment

Qualifications

- Level 2 or Level 3 Early Childhood Educator certification, or Alberta Teacher Certification
- Bachelor's degree
- Experience in early learning or school settings is an asset
- First Aid/CPR certification (or willingness to obtain)
- Clear Criminal Record Check with Vulnerable Sector Search

Physical Requirements

- Ability to lift 20–30 lbs
- Ability to move between floor-level and standing positions
- Ability to supervise children indoors and outdoors in all seasons



Why Join Acton Academy Calgary Central?

- Staff discounts on tuition
- A meaningful dual role – time with children AND creative, organizational work
- Beautiful, calm workspace in a small-school environment
- A mission-driven team that values kindness, autonomy, and continuous growth
- An opportunity to grow with the organization as the school expands
- The chance to help build a school that is changing the future of education in Calgary

How to Apply

If you are a highly organized, efficient, and responsible professional ready to contribute to a high-performance school environment, we invite you to apply. Please submit your resume and a brief message outlining why this role aligns with your skills and experience to hr@actoncentral.org.

For additional information about Acton Academy Calgary Central:

- Visit our website at www.ActonCentral.org
- Listen to this interview about the Acton Academy model:
<https://youtu.be/5umJbXekS8k?si=Q2pRmka6m7fKDMbe>
- Read or listen to this book about the Acton Academy model: [Courage to Grow](#)